



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



**POSITION AND DUTY MOS:**  
CDR ESM, 42B

**RANK/GRADE:**  
CPT/O3 ONLY

☐

**NATIONWIDE**

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**NCARNG  
SOLDIERS ONLY**

**ANNOUNCEMENT#:**  
AGR-FTM 2017-36

**UNIT, LOCATION, POC:**

NCARNG, Rec and Ret / Raleigh, NC

POC: MAJ Stedman, Eric (984) 664-6185

[eric.d.stedman.mil@mail.mil](mailto:eric.d.stedman.mil@mail.mil)

**OPENS:**

13 February 2017

**CLOSES:**

27 February 2017

**POSITION DESCRIPTION:** Commander of a Recruiting and Retention Company focusing on enlisted strength maintenance. Ensures company accomplishes assigned mission through the implementation of a total enlisted strength maintenance plan to include new recruit accessions, retention, and attrition management. Exercises command authority to ensure discipline, good order and adherence to regulations and policies. Adheres to the NGR 601-1 directives and training requirements. Directly responsible for the training, performance, and production of 60 NCO's. Also responsible for the training and welfare of up to 600+ Recruit Sustainment Program trainees. Responsible for command climate and Soldier care of assigned company, to include physical fitness and resiliency. Supervises a recruiting staff over an extensive geographic region. Additional responsibilities include government property accountability to include a fleet of 50 GSA vehicles, unit safety and risk mitigation, operations, and periodic inspections. Develops plans and leads a recruiting team in concert with major subordinate commands to achieve NGB and State assigned end strength missions. Reports to the battalion commander on company situation and enlisted strength management. Performs other duties as directed by the Battalion Commander.

**QUALIFICATION REQUIREMENTS:** **Branch AG (Adjutant General Corps) or Branch Transfer to AG if selected for position.** Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have a SECRET security clearance. Must be able to meet all military education requirements as determined by JFHQ-NC/NGB. Must meet subsequent duty requirements found in AR 135-18, Chapter 2, and Paragraph 2 and NGR 601-1 Chapter 2-4 and 5-2. All applicants must meet screening requirements for Positions of Significant Trust (POST), IAW DA ALARACT 188/2014 and HQDA EXORD 193-14.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.

## Recruiting and Retention Battalion (RRB) Statement of Understanding

### Position of Significant Trust (POST)

I understand I am being nominated for a position of significant trust and will be hired contingent upon favorable NGB Level Checks and Screening. Screenings will be conducted in accordance with ALARACT 188/2014, SUBJECT: HQDA EXORD 193-14 Screening of Sexual Harassment/Assault Response and Prevention Program and others in identified Positions of Significant Trust. Unfavorable State and NGB level results or applicants unable to pass NGB Level Screening will be disqualified and result in immediate removal from the AGR program. I further understand that a local police record check will be completed by RRB representatives at every city/county in which I have lived, worked, or attended school in the last 3 years.

### Family Care Plan

I understand that if I have dependents under the age of 18 and have no spouse, divorced, widowed, or separated, or dual military, IAW AR 600-20, I must maintain a valid and approved family care plan without interruption. If I fail to maintain a valid and approved family care plan, I will be discharged IAW AR 635-200 and AR 135-178.

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Printed Name & Rank

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Signature & Date

## Recruiting & Retention Applicant Questionnaire

### SECTION I – Candidate Identification Data

NAME: \_\_\_\_\_ LAST 4 SSN: \_\_\_\_\_ RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_ PMOS: \_\_\_\_\_ DOR: \_\_\_\_\_

DOB: \_\_\_\_\_

### SECTION II - Screening Criteria (Circle YES or NO to each question)

#### 1. Type 1 Offenses, Activity, Violations, or Situations:

- YES NO Any record of a Court Martial or Felony conviction in your career, provided it was not been reversed by a higher court?
- YES NO Any record of conduct in violation of the Army's policy on participation in extremist organizations or activities?
- YES NO Any record of assault or domestic violence involving a subordinate, spouse, or child?
- YES NO **ANY** illegal drug use, prescription, or synthetic?
- YES NO Any record of misconduct or criminal activity listed on Annex B?
- YES NO Any Previous separation from any service for any Type 1 offense listed above?
- YES NO Any initial enlistment waivers related to any Type 1 offense listed above?

#### 2. Type 2 Records of misconduct to include the following offenses:

- YES NO Any Alcohol related offenses (i.e., DWI, DUI) or Alcohol Abuse (as defined in AR 600-85)?
- YES NO Assault (other than subordinate, spouse, or child)?
- YES NO Relief for cause NCOER/OER while in current grade or past 5 years, whichever is longer?
- YES NO Any Previous separation from any service for any above Type 2 offense?
- YES NO Any initial enlistment waivers related to any Type 2 offense listed above?

#### 3. Other Activity, Violations, or Situations:

- YES NO Do you have any extremist, indecent, sexist, or racist tattoos?
- YES NO Have you been FLAGGED from favorable actions, other unfavorable information, or any unfavorable information other than the above in the past 3 years?
- YES NO Do you currently have a revoked, denied, or suspended Security Clearance?
- YES NO Have you filed for Bankruptcy in the last 3 years?

#### 4. Additional Remarks: Attach additional sheets as necessary and explain and describe any "Yes" responses to any question in sections 1-3 above. Reference item number when explaining.

\_\_\_\_\_  
Printed Name & Rank

\_\_\_\_\_  
Signature & Date

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

\*\*\*\*\*THESE CRITERIA APPLY TO MILITARY ONLY\*\*\*\*\*

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE "CREDIBLE EVIDENCE"):

- A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
- B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
- C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
- D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO, CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

- 1. SEXUAL HARASSMENT
- 2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF UCMJ ARTICLES 80, 120, 120b AND 125)
- 3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
- 4. PANDERING
- 5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD PORNOGRAPHY
- 6. ADULTERY
- 7. INCEST
- 8. PROSTITUTION
- 9. BESTIALITY
- 10. STALKING
- 11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A SEXUAL NATURE
- 12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
- 13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER (INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
- 14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE
- 15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
- 16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S CAREER, UNLESS OTHERWISE SPECIFIED):

- 1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
- 2. LARCENY/THEFT/FRAUD/BURGLARY
- 3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN PAST 5 YEARS, WHICHEVER IS LONGER
- 4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II OFFENSE
- 5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
- 6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

- 1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
- 2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.
- 3. SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.

## APPLICANT RESIDENCE AND LOCATION WORKSHEET

PLACES YOU HAVE LIVED, WORKED, OR ATTENDED SCHOOL: Working back 3 years, list all locations that you have lived, worked, or attended school. Additionally, add any location, regardless of how long ago, if you were charged or convicted of misdemeanor or felony criminal charges. Instructions: Circle lived, worked, or attended school and list applicable dates, City, State, and County.

1. FROM \_\_\_\_\_ TO: PRESENT LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

2. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

3. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

4. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

5. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

**APPLICANT RESIDENCE AND LOCATION WORKSHEET (continued)**

6. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

7. FROM \_\_\_\_\_ TO: \_\_\_\_\_ LIVED / WORKED / ATTENDED SCHOOL  
yy/mm yy/mm

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_

[illegible]

**AGR APPLICATION CHECKLIST (OTHER THAN CURRENT AGR)**

- ☐ **1. NGB Form 34-1** Application for AGR: (dated NOV 2013-previous editions are obsolete). **Must include email address at the top 1st page of NGB Form 34-1.**  
\_\_\_\_ Age: Over 18, under 55?  
\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.  
\_\_\_\_ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.  
\_\_\_\_ Signed and dated.
- ☐ **2. Certified copy of Record Brief (ERB/ORB) and copy of PQR:** Must be within 30 days of closing date  
\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.  
\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- ☐ **3. DA Form 705s:** Must include the last 3 calendar years of all record APFTs (must be current within 1 year)  
\_\_\_\_ Passed APFT.  
\_\_\_\_ **DA Form 3349** Physical Profile: Include ALL current permanent and temporary profiles
- ☐ **4. DA Form 5500/5501** Body Fat Worksheet (Within 6 Months) (If applicable)
- ☐ **5. IMR Report from AKO or PHA** (within 15 months) or DD Form 2808 and 2807-1 (within 2 yrs).
- ☐ **6. DA Form 7349-R** Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- ☐ **7. Officer Evaluation Report (OER)/Noncommissioned Officer Evaluation Report (NCOER)** – last 5 consecutive reports.  
\_\_\_\_ If newly promoted check for letter of recommendation from Commander or Senior NCO.
- ☐ **8. All DA 1059's ever received** (If Applicable)
- ☐ **9. All DD Form 214s/215s/220s** ever received (must have items 23-30 included),  
\_\_\_\_ Reentry Code should be RE-1 or RE-2 AND Character of Service should be Honorable Discharge.
- ☐ **10. NGB Form 23b** Retirements Points History Statement (RPAM)  
\_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_\_ years, \_\_\_\_\_ months (over 15 required waiver, over 17 not considered unless MOSQ). If former AGR soldier, at least 12 months since REFRAD?  
\_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- ☐ **11. DD 369**, Police Record Check, completed and signed (Within 30 Days). Agency completion not required.
- ☐ **12. D A Photograph** – within the last 24 months.
- ☐ **13. Copy of Driver's License**, front and back
- ☐ **14. Memorandum or Statement from Unit Commander**, of current height/weight and not under any flagging action
- ☐ **15. Recruiting and Retention Battalion (RRB), Statement of Understanding**
- ☐ **16. Recruiting and Retention Applicant Questionnaire**
- ☐ **17. Applicant Residence and Location Worksheet**
- ☐ **18. Biographical Sketch**

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application.  
**INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

**AGR APPLICATION CHECKLIST**  
**CURRENT AGR SOLDIERS ONLY**

- ☐ 1. **OTAGNC Form 690-101**, AGR Mobility Application (Oct 2002). Include e-mail address at the top 1st page of OTAGNC Form 690-101.  
\_\_\_\_ Current NCARNG soldier? If not, check whether announcement is nationwide.  
\_\_\_\_ Is soldier currently under 18 month's initial tour stabilization?
- ☐ 2. **Certified copy of Record Brief (ERB/ORB) and copy of PQR**  
\_\_\_\_ Is soldier stabilized (SGT/SSG 1 year and SFC 2 years since last upward mobility assignment)?  
\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.  
\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- ☐ 3. **DA Form 705s**: Must include the last 3 calendar years of all record APFTs (must be current within 6 months)  
\_\_\_\_ Passed APFT.  
\_\_\_\_ **DA Form 3349** Physical Profile: Include ALL permanent and current temporary profiles
- ☐ 4. **DA Form 5500/5501** Body Fat Worksheet (Within 6 Months) (If applicable)
- ☐ 5. **IMR Report or PHA** (within 12 months)
- ☐ 6. **DA Form 7349-R**, Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- ☐ 7. **Officer Evaluation Report (OER)/Noncommissioned Officer Evaluation Report (NCOER)** – last 5 consecutive reports  
\_\_\_\_ If newly promoted check for letter of recommendation from Commander or Senior NCO.
- ☐ 8. **All DA 1059's** ever received (If Applicable)
- ☐ 9. **All DD Form 214s/215s/220s** ever received (must have items 23-30 included).
- ☐ 10. **NGB Form 23b** Retirements Points History Statement (RPAM)
- ☐ 11. **DD 369**, Police Record Check, completed and signed (Within 30 Days). Agency completion not required.
- ☐ 12. **D A Photograph** – within the last 24 months.
- ☐ 13. **Copy of Driver's License**, front and back
- ☐ 14. **Recruiting and Retention Battalion (RRB), Statement of Understanding**
- ☐ 15. **Recruiting and Retention Applicant Questionnaire**
- ☐ 16. **Letter of Recommendation from Brigade AO**
- ☐ 17. **Current AGR Orders**
- ☐ 18. **Biographical Sketch**

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application.  
**INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.